

Strategies for Success

Operation and Maintenance Guidelines

10. Technological Equipment

Did You Know? Contrary to popular belief, turning on and off the computer doesn't shorten its life.

Computers

Turn your desktop or instructional computers and peripheral equipment ON when you are ready to first use them for any given day.

Computers and equipment in labs and on desktops should be left ON throughout the instructional day, and then turned OFF at the end of each instructional day unless there are special circumstances related to system maintenance by personnel.

When leaving for a period of three or more hours, you should turn your personal computers OFF.

Computers regularly used by specific employees are sometimes left on at night while performing automatic functions. Before turning off someone else's computer, you should contact them.

File Servers: DO NOT TURN FILE SERVERS OFF AT ANY TIME

Only the manager of a file server knows that it can be turned OFF and when is the right time to do so. No one else should attempt to power down file servers.

In many situations these servers are located in closets along with network equipment. Do not turn OFF network equipment either! That also can interrupt important server functions, and it can create other problems which are much more costly to resolve than the electrical energy being consumed.

Administrative/office file servers may be left ON at all times.

Peripheral Equipment

All computer peripheral equipment, i.e. scanners, CD ROMS, back-up hard drives, etc., should be left OFF until needed. (Exceptions are devices which require one to restart the computer if powered up after computer power-up.) Turn all peripheral equipment OFF when it is no longer needed for that day.

Monitors

As an alternative to turning OFF your entire system, some monitors may be turned OFF when not being used for an hour or more. Screen savers do not save energy.

A computer monitor (unless the computer is an all-in-one model such as an iMac) should never be left ON overnight. If you notice a user's or server's monitor still on after hours, please turn only the monitor OFF. The monitor, except the flat panel liquid crystal or similar type displays, is a computer's biggest electricity-consuming component.

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10. Technological Equipment (continued)

Printers

Keep all personal dot matrix and ink jet printers OFF until ready for use, unless they are networked. Those printers may be powered-up with the lab or network. Laser printers may be turned ON when ready for first use of the day, and left on for remainder of the day. All printers should be turned OFF at the end of the workday unless after-hours printing will occur.

Library Automation Systems

Library Automation Systems should be shutdown at night. Only library/media staff should perform these shutdowns.

Office Machines

All photocopy machines are to be shut down at the end of the normal workday. If your school or office has night programs or scheduled meetings where the copier is needed, it may be left on until after the meeting. The copier should be turned on when needed the next day. The exception would be any networked printer/copier combination machine which is routinely used after closing time by a computer user on the site's network.

All other office equipment should be turned on only when needed, and they should be turned off at the end of each workday, with the exception of fax machines which routinely receive important documents after regular work hours.

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